

Title:	Valor Award	
Purpose:	To recognize City officers and employees who perform job-related acts of valor or heroism.	
Issued by:	Employment and Personnel Services	Date: February 15, 2005
References:	Hawaii Revised Statutes §78-29; Mayor's Directive 53 (4-13-71); CS Circular 761 (4-19-71)	

I. POLICY

The City recognizes officers and employees who perform job-related acts of valor or heroism.

- A. The Director of Human Resources (Director) is responsible for administering and developing policies and procedures for the program and will circulate full details for program implementation.
- B. Valor awards are the highest level of recognition for all officers and employees.
- C. This program will be part of the awards system for employees.

II. ELIGIBILITY REQUIREMENTS

- A. All officers and employees, including those exempted from civil service are eligible for nomination.
- B. An act of heroism performed, at the risk of life or personal safety in an emergency situation involving exposure to extreme danger in saving and/or protecting lives and/or property in connection with or related to official employment.

III. NOMINATION CRITERIA

- A. The act of valor must have involved:
 - 1. An emergency situation involving exposure to extreme danger.
 - 2. Possible injury to the employee, others, or property.
 - 3. Surpassing normal performance requirements.
- B. The act of valor must be significantly over and beyond that expected in the normal work of the employee, including work which is inherently hazardous.

IV. PROCESSING OF AWARD REQUEST

- A. The immediate or higher-level supervisor initiates the nomination for the Valor Award on behalf of the employee.

1. Valor Award Nomination forms are available at the Department of Human Resources (DHR).
 2. If a supervisor believes a valor award nomination is merited, the supervisor should immediately contact the DHR of the intent to submit a nomination.
 3. The supervisor prepares the Valor Award Nomination form and presents the information in narrative form, substantiating the employee's valorous act.
 - a) Date of valorous act, time, location, and circumstances.
 - b) A description of the dangers or difficulties and a detailed account of what the employee did, and if available, corroborative statements by witnesses.
 - c) How the employee exceeded the normal performance requirements of his regular duties.
 4. Send the nomination form and five (5) copies through departmental channels to the appointing authority for review.
 5. Nominations should be submitted within a timely manner.
- B. Upon approval of the appointing authority, all copies are submitted to the Advisory Performance Awards Committee (APAC) via the DHR. The Employment and Personnel Services Division Chief shall appoint the APAC.
- C. The DHR arranges for the APAC to review the nomination and provides staff assistance, as necessary.
- D. The APAC reviews the nomination and recommends the appropriate action.
- E. The nomination with APAC's recommendation for the granting of awards is transmitted to the Mayor for approval.
- F. The DHR coordinates with the Mayor's Office and originating department to obtain the appropriate award.

V. AWARDS CEREMONY

The DHR shall coordinate and arrange for an appropriate awards ceremony. (In addition, the department may coordinate an award presentation ceremony as soon as practicable after the award is determined.)

VI. FUNDING AND ACQUISITION OF THE AWARD

- A. Each department shall meet the expenditures and costs of awards out of available operating funds.
- B. An award may be any of the following depending upon the degree of valor displayed as recommended by the APAC:

1. An appropriate award as determined by the Director. The value of the award shall not be less than \$50 and not exceed \$250.
2. Mayor's Certificate of Merit, letter of commendation, and an appropriate plaque or memento. A copy of the commendation shall be placed in the employee's personnel folder.

NOMINATION FOR VALOR AWARD

The nominee's immediate or higher level supervisor completes the form. The original and five copies must be forwarded to the head of the department. Upon review and approval, all copies are forwarded to the Advisory Performance Awards Committee via the Department of Human Resources.

Name of Nominee and Position Title	Department/Division
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DESCRIPTION OF ACT

Please refer to nomination requirements and procedures of the program. Describe the act of valor as concisely as possible but be sure the statement contains the following basic information:

- (1) Date of valorous act, time, location and circumstances.
- (2) A description of the dangers or difficulties and a detailed account of what the employee did and corroborative statements by witnesses, if any.
- (3) How the employee exceeded normal performance requirements.

(Affix attachments as needed)			
Signature of Supervisor	Position Title	Department/Division	Date
<i>I have reviewed the nomination, approve it and confirm that our department will fund the award.</i>			
Department Head's Signature		Date	